

Appendix A  
Proposal Form

NAME OF PRIME OFFEROR.....

**THE PHILADELPHIA PARKING AUTHORITY  
701 MARKET STREET – SUITE 5400  
PHILADELPHIA, PA 19106**

**PARKING GUIDANCE SYSTEMS  
PHILADELPHIA INTERNATIONAL AIRPORT  
REQUEST FOR PROPOSALS NO. 17-24**

**PROPOSAL FORM**

1. The undersigned, having familiarized \_\_\_self/selves with the proposal documents to provide a parking guidance system with lighting and signage, including the notice of opportunity, General Information, Work Statement, Proposal Form, Affidavit of Non-Collusion, Requirements, and Addenda if any (hereinafter collectively referred to as the "Proposal Documents"), as prepared by the Philadelphia Parking Authority and on file in the office of the Authority at 701 Market Street, Suite 5400, Philadelphia, Pa 19106, hereby proposes to provide design-build services.
2. In submitting this proposal, it is understood that the Authority reserves the right to withdraw and cancel this invitation prior to opening of proposals or to reject any and all proposals after proposals are opened if this is in the best interest of the Authority and in the Authority's sole judgment. If written notice of the acceptance of this proposal is mailed, telegraphed or delivered to the undersigned within sixty (60) days after the opening thereof, or at any time thereafter before this proposal is withdrawn, the undersigned agrees to execute and deliver a contract in the prescribed form.
3. Attached hereto is an affidavit of proof that the undersigned has not entered into any collusion with any person in respect to this proposal or any other proposal or the submitting of proposal for the contract for which this proposal is submitted.
4. Each proposal shall be accompanied by a bid bond, certified check or cashier's check acceptable to the Philadelphia Parking Authority, in an amount equal to at least ten percent (10%) of the amount of the respective offer, payable without condition to the Philadelphia Parking Authority
5. Offeror acknowledges receipt of the following addenda:

Addendum	Date	Number of Pages
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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6. **Fee Proposal:** Offeror agrees to install a parking guidance system in accordance with the Work Statement for the prices stated below:

	Item	Fee / Cost
1	Insurance / Bonds / Surety	
2	Project Management	
3	Proof of Concept Phase	
4	Mobilization	
5	General Requirements	
6	PGS - Design	
7	PGS - Construction	
8	PGS - Roof Areas	
9	PRC System Integration - Contractor	
10	PRC System Integration - Conduent	
11	APP Design and Implementation	
12	Lighting - Design	
13	Lighting - Construction	
14	Lighting - Controls	
15	Lighting - Demolition	
16	Electrical - Design	
17	Electrical - Construction	
18	Signage - Design	
19	Signage - Construction	
20	Start-up / Commissioning	
	Line Items Sub-Total	
	Contingency at ___%	
	Unanticipated remedial work (Allowance)	500,000
	Four Year Additional Support and Maintenance.	
	<b>Project Total</b>	

	Term - Number of Calendar Days	
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**NAME OF PRIME OFFEROR**.....

- 7. **Term of Contract:** The Term of this Agreement shall commence on the date the contract is executed and shall terminate automatically without notice upon approval of the Project by the Authority. The Authority, at its sole discretion, shall have the right to terminate this Agreement upon thirty (30) days written notice to Company.
  
- 8. **Requirement Statement:** The undersigned vendor agrees to provide a parking guidance system, lighting and signage as specified in the Work Statement and any Addenda if issued.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name  
(Please Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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**9. Site Inspection Statement:** The Undersigned has visited the site of the work at Philadelphia International Airport, as required. As a consequence of this inspection, the undersigned Contractor is fully cognizant of the circumstances and conditions that may affect the prosecution and completion of the work and the cost thereof.

The site inspection took place prior to the submission of the proposal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name  
(Please Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date of Site Inspection

**NAME OF PRIME OFFEROR.....**

**10. Offeror Signatures:**

If offer is by an individual or partnership, form must be dated and signed here:

\_\_\_\_\_  
Signature of Owner of Partner  
\_\_\_\_\_  
Typed or Printed Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Name of Offeror  
\_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City/State/ ZIP Code  
\_\_\_\_\_  
Telephone Number

If proposal is by a corporation, form must include the date and be signed here by (a) President or Vice President, and (b) Secretary, Assistant Secretary, Treasurer, or Assistant Treasurer, and (c) a corporate seal must be affixed. If this form is not so signed, a corporate resolution authorizing form of execution must be attached to this proposal.

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Typed or Printed Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Business Name of Offeror  
\_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City/State/ZIP Code  
\_\_\_\_\_  
Telephone Number  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Typed or Printed Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
SEAL:

NAME OF PRIME OFFEROR.....

11. Affidavit of Non-Collusion:

State of: \_\_\_\_\_

RFP No. \_\_\_\_\_

County of: \_\_\_\_\_

I state that I am \_\_\_\_\_ (Title) of \_\_\_\_\_ (Name of my organization) and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this proposal and I have placed my signature below.

I state that:

(1) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, Offeror or potential Offeror.

(2) Neither the price(s) nor the amount of this proposal, and neither the terms nor the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a bidder or potential offeror, and they will not be disclosed before proposal opening.

(3) No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal in response to this RFP, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.

(4) The proposal of my organization is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid. I have read, understand and will abide by the Authority's Contractor Integrity Provisions.

(5) \_\_\_\_\_ (my organization's name) its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that \_\_\_\_\_ (my organization's name) understands and acknowledges that the above representations are material and important and will be relied on by The Philadelphia Parking Authority when awarding the contract for which this proposal is submitted. I understand and my organization understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from The Philadelphia Parking Authority of the true facts relating to the submission of bids / proposals for this contract.

\_\_\_\_\_  
Signature

SWORN TO AND SUBSCRIBED

BEFORE ME THIS \_\_\_\_ DAY

OF 20\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**NAME OF PRIME OFFEROR**.....

**12. Offeror's Qualifications:**

- a. **Type of business:** Individually owned   
*Check one* Partnership   
Corporation   
Other

- b. **Number of employees:** Under 25   
*Check one* Under 50   
Under 100   
Over 100

c. **If you have had previous contracts with the Authority, list date and product or service provided:**

i.....

ii.....

iii.....

d. **Philadelphia Business Activities License Number:** \_\_\_\_\_

e. **Federal EIN Number:** \_\_\_\_\_



**NAME OF PRIME OFFEROR.....**

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# Philadelphia Parking Authority

## SMALL AND DIVERSE BUSINESS PARTICIPATION SUBMITTAL (copy page as needed)

RFP Name and Number: \_\_\_\_\_

Offeror Name: \_\_\_\_\_  Prime Contractor  Sub-Contractor

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

### OFFEROR INFORMATION:

Does the offeror hold a Small Business Procurement Initiative certificate issued by the Pennsylvania Department of General Services?  Yes  No (MUST check one)

If yes, please identify each category that applies to your business:

1. \_\_\_\_\_.
2. \_\_\_\_\_.
3. \_\_\_\_\_.
4. \_\_\_\_\_.
5. \_\_\_\_\_.

**The Offeror will need to attach a copy of their SBPI certificate.** The successful offeror will be required to maintain their status as a certified Small and Diverse Business throughout the entire term of the contract.

**MANAGER CONTRACT ADMINISTRATION  
THE PHILADELPHIA PARKING AUTHORITY  
701 MARKET STREET, SUITE 5400  
PHILADELPHIA, PA 19106**



**Proposal Decline Form:** RFP No. 17-24 – Parking Guidance System at PHL

If you do not intend to submit an offer to the Authority for this solicitation, please return this form immediately.

The undersigned vendor declines to submit an offer for this project.

Name: \_\_\_\_\_

- Requirements too “tight” (explain below)
- Unable to meet time period for responding to this RFP
- We do not offer this product or service
- Our schedule would not permit us to perform
- Unable to meet Requirements (please detail below)
- Unable to meet Bond/Insurance Requirements
- Requirements unclear (explain below)
- Unable to meet Insurance Requirements
- Unable to meet Contract Requirements (explain below)
- Other (specify below)

Comments:


Upon completion of this form, please email the form to Mary Wheeler, Manager of Contract Administration at [mwheeler@philapark.org](mailto:mwheeler@philapark.org).